

**To apply send a resume to the link below where applicable AND email [chardy@health.nv.gov](mailto:chardy@health.nv.gov).**

**[Medical Marijuana Inspector](#)**

**Avysion** Carson City, NV

of **medical marijuana** and edible and infused **medical**... or truck wrecks involving **medical marijuana**, edible or infused **medical marijuana** products • Building codes...

**[Agricultural Inspector](#)**

**Avysion** Carson City, NV

TEMPORARY 4 MONTH POSITION EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education KNOWLEDGE, SKILLS AND ABILITIES: General knowledge of...

**[Pharmacist Technician](#)**

**Avysion** Carson City, NV

TEMPORARY 4 MONTH POSITION EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience as a licensed...

**[Building Construction Inspector](#)**

**Avysion** Carson City, NV

TEMPORARY 4 MONTH POSITION EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education, current certification as a Commercial Building...

**[Fire and Life Safety Inspector](#)**

**Avysion** Carson City, NV

TEMPORARY 4 MONTH POSITION EDUCATION AND EXPERIENCE: Associate of Arts degree in fire science, chemistry, environmental science or a degree in a related...

**[Accountant II](#)**

**Avysion** Carson City, NV

TEMPORARY 4 MONTH POSITION EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in accounting, business administration, finance...

**[Administrative Assistant](#)**

Carson City, NV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of progressively responsible relevant work experience which included experience in one or more of the following areas: maintenance of complex records and files; public/customer relations including explaining detailed policies, regulations and requirements; preparation and processing of financial and statistical documents such as payroll, travel, claims and budgeting forms; and assisting staff and management with projects and activities; OR an equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of: functions and operation of an administrative office; operation and use of word processing, spreadsheet, database management and other associated business software.

General knowledge of: principles of supervision and training if applicable to the assignment.

Ability to: interpret and apply complex rules, regulations, policies and procedures to specific problems and situations; receive inquiries and resolve complaints from staff and program

clientele; perform specialized duties in support of program activities; coordinate communications with other work groups; organize, coordinate and oversee the work of subordinate staff as required to meet schedules and timelines if required by the assignment; research information from a variety of departmental and external sources; compile and update information and prepare reports related to specific program/management activities; coordinate a variety of projects and assignments; assist staff in resolving computer hardware and software related problems and malfunctions, if applicable to the assignment.

## IT Professional

Carson City, NV

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field and three years of progressively responsible professional IT experience relevant to the duties of the position which may include computer operations, systems administration, network administration, database administration, applications analysis and development, and/or information security, one year of which was at the journey level; OR an equivalent combination of education and experience

**Information Security:** Working knowledge of: security domains; current principles, theories, practices and procedures of information security management. General knowledge of: general-purpose security controls; current information security trends and technologies. Ability to: develop plans to safeguard against accidental or unauthorized modification, destruction or disclosure of data to meet security needs; assess costs and present alternatives for the assigned area of responsibility; participate in long-term projects and strategic planning; organize resources and materials in order to meet project timelines; assess the security and/or vulnerability of information assets to assist in developing a risk assessment; analyze data, solve problems and make appropriate decisions within three of the ten domains; provide effective and responsive customer service; establish and maintain positive working relationships with others; develop and implement information security training materials and workshops. Skill in: technical writing, report preparation and oral communication.

## Personnel Officer

Carson City, NV

**EDUCATION AND EXPERIENCE:** Graduation from an accredited four year college or university in personnel management, business, public administration or related area and four years of progressively responsible professional personnel management experience, including one year of personnel program management experience; OR an equivalent combination of education and experience.

### KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of: modern principles, practices and methods in the management of a personnel program, including classification and pay, recruitment and examination, performance appraisal, selection, and employee relations; classification and pay, selection, recruitment and examination, training, safety and employee relations. Skill in: directing a diverse group of professional and support staff; analyzing specific problem situations and determining acceptable solutions within the framework of laws, rules and regulations; performing research, collecting and analyzing data, and reporting information; negotiating and applying reason persuasively to

resolve employee relations issues; establishing priorities amongst conflicting needs with limited resources.

## Supply Technician

Carson City, NV

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and four years of progressively responsible purchasing or warehouse experience which included maintaining inventory records, shipping and receiving materials and equipment, and purchasing a variety of supplies, equipment and materials, one year of which included responsibility for establishing inventory and reorder levels; negotiating price, terms and delivery date for items purchased; and interpreting and applying rules, regulations and laws to ensure compliance with fire, safety and health standards; OR an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (required at time of application):

Detailed knowledge of: storekeeping methods and procedures; purchasing regulations, practices and procedures; physical inventory procedures, records and controls. Working knowledge of: principles of effective supervision and training; warehouse operations and postal regulations.

General knowledge of: budget preparation and maintenance. Ability to: analyze personnel, equipment, operating and travel needs and expenses for budget preparation; coordinate, review and recommend improvements in storeroom operations; evaluate product data and make buy-rent and stock-purchase recommendations; draft and recommend storeroom operating policies and procedures; perform general research, make factual comparisons, examine detailed information, and reach logical conclusions and decisions.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job): Working knowledge of: State regulations and procedures related to personnel administration, purchasing services and materials, and budget preparation and maintenance; department policies and operating guidelines applicable to assigned activities.